

Guidance for Requesting ODP Approval of Non-ODP Course Development and Attendance

1. State/local request for review of **Awareness and Performance Level Courses** should be made on letterhead to the DHS-ODP Preparedness Officer through the SAA. **Do not send course materials at this time.**
2. The **DHS-ODP Preparedness Officer** will forward the request to the ODP Training Division.
3. Upon receipt of the request, the **ODP Training Division** will respond as follows:
 - A. Send a letter of acknowledgment and conditional approval, accompanied by the following:
 1. ODP Training Approval Template and instructions for use by requestor.
 2. ODP Training Doctrine which includes the following (4) documents:

ODP Training Strategy
Emergency Responder Guidelines
Prevention Guidelines
Training Approval Guidelines
 - B. Notify the DHS-ODP Preparedness Officer that funding may be conditionally approved pending further review by the DHS-ODP, Center for Domestic Preparedness (CDP). The requesting jurisdiction may begin obligating funds at this time.
 - C. Ensure that the request has been entered in the ODP Training Approval Tracking System.
4. Upon receipt of the Template and Training Doctrine, the **Requestor or a designee** will follow the instructions to document a comparison between the objectives of the course in question and the ODP Training Doctrine, using the template provided. The Requestor will return the completed template and course materials to the ODP Training Division Designee within 30 days.
5. The **ODP, CDP** will execute a review of course materials based on the completed template and issue a report to the ODP Training Division

6. Designee recommending approval or denial pending modification. The **CDP will conduct this review within 45 days** from receipt of the course materials and template. For performance level courses, the review period will be extended to 90 days if the ODP, CDP determines that a site visit is necessary to adequately assess the course.

7. Upon completion of CDP review and issuance of a recommendation memo, the **ODP Training Division** will initiate a final notification process that will include the DHS-ODP Preparedness Officer and the Requestor.